


Mississippi





Entered the Union: 1817
 Population (est. 1994):
 2,669,000 Rank: 31/50
 Land Area (square miles):
 46,914 Rank: 31/50


State Historical Records Coordinator:
 Elbert R. Hilliard, Director
 Mississippi Department of Archives and History
 PO Box 571, Jackson, MS 39205-0571
 Telephone: (601) 359-6850

Deputy Coordinator:
 H. T. Holmes, Director, Archives and Library Division
 Telephone: (601) 359-6877
 Internet: hth@cdpa.state.ms.us

ARCHIVES AND RECORDS PROGRAM	FINANCES 
State Archives Established: 1902 State Records Management Initiated: 1981 Archives and Records Management Placement Mississippi Department of Archives and History (independent agency)	Total State Govt Expenditures (1993): \$5,585,172,000 Total Budget, Archives and Records Management (FY 1994): \$1,775,683 Percent of Total State Expenditures Allocated to Archives and Records: 0.032 %

STAFFING		
State Government FTEs (1992): 47,433		Number of Archives/Records FTEs per 1000 State FTEs: 0.99
Archives & Records FTEs (1994): Total 47.1 Archives 29.1 Records Mgt 18		Average earnings for all full-time state employees (Oct. 1992): \$24,000 per year Salary ranges for entry level professionals Archivist I \$18,492-27,696 Records Analyst \$19,347-28,969

HOLDINGS								
State Archives				Records Center				
Paper records	Government	12,000	cu. ft.	Paper records	Government	49,000	cu. ft.	
	Nongovernment	9,000	cu. ft.		Nongovernment	0	cu. ft.	
Microfilm (total no. of rolls)		28,500	rolls					
Photographs		500,000	items					
Films, videos, audio tapes		7,000	items					
Maps, blueprints, drawings		2,000	cu. ft.					
Books, other printed		60,000	items					

ACCESS TO RECORDS IN STATE ARCHIVES		
Reference services provided (FY 1994) Individual daily visits 14,138 Mail requests 2,906 Telephone requests 5,877 Reference activity increased over last 2 years.	Arrangement and description activities (FY 1994) Records arranged and described 0 cu. ft.	
Services provided free of charge: Use of reference room Answers to in-state mail requests	Descriptions of holdings are provided through: Network: RLIN Nonelectronic finding aids available at State Archives describe 95% of holdings at the record group and 10% at series level.	
cont.		cont.

Access to Records in State Archives, cont.**Reference services, cont.****Services provided for a fee:**

Answers to out-of-state mail requests
 Photocopies and faxes of documents or finding aids
 Typed certified copies or exemplifications
 Commercial use of documents/photos

No fees have been initiated in last 2 years.

Arrangement and description, cont.

Automated finding aids accessible in-house describe
 95% of holdings at the record group and 10% at series level

FACILITIES**State Archives Building**

(owned by Department of Archives & History)

Constructed: 1971

Total storage capacity: 21,000 cu. ft.

Percent now occupied: 100%

Already full to capacity
 No construction planned
 Less than 1% of holdings are
 housed in an additional rented
 facility.

Existing environmental controls:

100% year-round temperature controls
 100% year-round humidity controls
 100% fire detection
 0% fire suppression

State Records Center

(owned by Department of Archives & History)

Constructed: Unknown

Total storage capacity: 50,000 cu. ft.

Percent now occupied: 99%

Will be full within 5 years
 No construction planned

Existing environmental controls:

1% year-round temperature controls
 1% year-round humidity controls
 50% fire detection
 0% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

There is no formal program in Mississippi for providing
 assistance to state and local government agencies
 except for centralized micrographics for state agencies.

No. of local government units (1992):

82 counties 176 school districts
 294 municipalities 345 special districts

Services to state agencies

Micrographics services

State Archives may not accept original records from local
 governments.

MICROGRAPHICS**Microfilming activities by Department of Archives and History (FY 1994)**

Source document microfilming 6,268,672 images
 COM 2,715,680 images
 Processing 2,972 rolls
 Duplicating 3,010 rolls
 27,550 fiche

Department provides centralized micrographics services for
 state and local government agencies.

Department [has ?] [has not ?] experienced redox
 problems.

Department stores security microfilm for state government
 agencies.

PRESERVATION POLICIES AND SERVICES**Preservation activities by Department of Archives and History (FY 1994)**

49 sheets mended 166 sheets encapsulated
 262 cu. ft. rehoused

Department does not have a written preservation plan and
 but does have a written disaster plan.

Department does not have a preservation officer and or
 employ a trained, full-time conservator.

Mississippi does not have a statewide preservation plan.

AUTOMATED APPLICATIONS**State Archives uses the following automated applications:**

Finding aids	Informix, Word for Windows, Unix utilities, Bibliofile
Accessioning	Informix
Inventory control	Informix
Records scheduling	Informix
Correspondence	Word for Windows
Space management	Informix
Bookkeeping	Informix

Electronic Mail

Department staff can communicate within the agency via a government-wide e-mail system.

NASIRE reports that Mississippi is considering a government-wide system through the Internet.

ELECTRONIC RECORDS

Department has no program for electronic records.
Department provides security storage for electronic records.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1981 statute
Does not include e-mail or electronic records.

Public's right to access to government records

provided in statute.

Restrictions to specific classes of records

provided, no time limits set.

Permanent paper standards

None

Optical imaging standards

None

Admissibility of microfilm

1981 statute

Admissibility of optical images

None

Admissibility of electronic records

None

Theft/defacement of a public record

1978 statute

Replevin

None

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

Assigned to Central Data Processing Authority;
Department of Archives and History is active in the state's IRM work.

Information Policy Coordination

No formal program reported.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that electronic access is being implemented for economic development and employment.

NGA reports that an interactive instructional television program has been developed to reduce adult illiteracy. Also a statewide system in county health departments will automate certain clinic office functions and collect data.

Central Data Processing Authority
<http://www.state.ms.us/> or [gopher://gopher.state.ms.us/](http://gopher.state.ms.us/)

FOR FURTHER INFORMATION**State Archives and Records Management**

H. T. Holmes, Director
Archives and Library Division
Mississippi Department of Archives and History
PO Box 571, Jackson, MS 39205-0571
Telephone: (601) 359-6877 Fax: (601) 359-6905
Internet: hth@cdpa.state.ms.us

Notes**Abbreviations/Acronyms**

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: H. T. Holmes, Director, Archives and Library Division, Mississippi Department of Archives and History, PO Box 571, Jackson, MS 39205-0571. Telephone: (601) 359-6877.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.